

RECRUITMENT RULES

**Supplement to the Gazette No. 46 of the
18th November 2014**

Published by Authority of Government of Puducherry

Price : ₹ 4.00

GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (STATIONERY AND PRINTING)
(G.O. Ms. No. 10/S&P/2014, dated 11th November 2014)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. F5/4/65-GP, dated the 11th January 1965 of the Government of India, Ministry of Home Affairs, New Delhi, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the Group 'C' Non-Gazetted post of Desk Top Publishing Operator in the Directorate of Stationery and Printing, Government of Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry, Directorate of Stationery and Printing, Group 'C' Non-Gazetted post of Desk Top Publishing Operator Recruitment Rules, 2014.

(ii) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of post, its classification and Scale of Pay/Pay Band and Grade Pay.*— The number of the said post, its classification and the Scale of Pay/Pay Band and Grade Pay attached thereto, shall be as specified in columns (2) to (4) of the said Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or
 (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor, Puducherry is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservations, relaxation in upper age-limit and other concessions required to be provided for the scheduled castes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF DESK TOP PUBLISHING OPERATOR

1. Name of the post : Desk Top Publishing Operator

2. Number of posts : 21 (Twenty-one) [2014] Subject to variation dependent on work-load.

3. Classification : General Central Services–Group 'C'–Non-Gazetted–Non-Ministerial.

4. Pay Band and Grade Pay/Pay Scale : Pay Band–1 ₹ 5,200-20,200 + Grade Pay ₹ 2,800

5. Whether selection post or non-selection post : Non-selection

6. Age-limit for direct recruits : Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the posts for which selection is made).

Note : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.

Note : (2) In the case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.

7. Educational and other qualifications required for direct recruits : (1) A Bachelor's Degree from a recognised University or its equivalent.

(2) Typewriting Higher Grade in English and Lower Grade in any one of the regional language (Tamil/Malayalam/ Telugu).

(3) 3 years experience in Desk Top Publishing from a Printing/Publishing firm.

Note : The qualification regarding experience is relaxable at the discretion of the competent authority for reasons to be recorded in writing, in the case of candidates belonging to the scheduled castes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

8. Whether age and educational qualifications : Age : No
prescribed for direct recruits will apply in the case of promotees. Educational qualification : To the extent indicated in column (11).

9. Period of probation, if any : Two years for direct recruits

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. (i) 50% by promotion, failing which by direct recruitment
(ii) 50% by direct recruitment
Note : The officials holding the erstwhile post of Photo Typesetter Operator shall be deemed to have been appointed to the post at the initial constitution.

11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. Compositor Grade-I in PB-1 ₹ 5,200-20,200 with Grade Pay ₹ 2,400 with 5 years service in the grade rendered after appointment thereto on a regular basis possessing at least Matriculation or its equivalent and successfully completed the training in the Trade Test.

Failing which

Compositor Grade-I in PB-1: ₹ 5,200-20,200 with Grade Pay ₹ 2,400 with 13 years combined service in Compositor Grade-I and Compositor Grade-II with at least 2 years service in Compositor Grade-I after appointment thereto on a regular basis and possessing Matriculation or its equivalent and successfully completed the training in the Trade Test.

Note: (1) Compositor Grade-I who has opted for promotion to the grade will alone be considered for promotion to this grade.

Note: (2) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note: (3) For the propose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 1-1-2006/ the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission.

12. If a Departmental Promotion Committee/ : *Group 'C' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee.—*

- (1) Secretary to Government .. Chairman (Stationery and Printing).
- (2) Joint/Deputy/Under Secretary to .. Member Government ((Stationery and Printing).
- (3) Director of Stationery and Printing .. Member

13. Circumstances in which the Union Public : Not applicable Service Commission is to be consulted in making recruitment.

(By order of the Lieutenant-Governor)

V. JEEVA,
Under Secretary to Government (Sty.& Ptg.).
